

SERIAL 09064 S REPROGRAPHIC AND RELATED SERVICES

DATE OF LAST REVISION: November 12, 2009 CONTRACT END DATE: November 30, 2012

CONTRACT PERIOD THROUGH NOVEMBER 30, 2012

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **REPROGRAPHIC AND RELATED SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **November 12, 2009**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

MB/mm
Attach

Copy to: Materials Management
 Richard Crago, Facilities Management

(Please remove Serial 03095-S from your contract notebooks)

INVITATION FOR BID FOR **REPROGRAPHIC AND RELATED SERVICES**

1.0 INTENT:

- 1.1 This solicitation is intended to result in a contract with a vendor who will provide various reprographic services for public works construction-related projects.
- 1.2 The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractor(s) is/are of an insufficient number or skill-set to satisfy the County's needs.

2.0 SCOPE OF SERVICES:

- 2.1 Contractor shall provide the following blueprinting, reproductive and delivery services to various Using Agencies within Maricopa County as requested:

- 2.1.1 Xerographic Print Services
- 2.1.2 Electrostatic (Bond Print) Services
- 2.1.3 Copying Services
- 2.1.4 Online Collaboration Services
- 2.1.5 Bindery Services
- 2.1.6 Photo Services
- 2.1.7 Digital Services
- 2.1.8 Laminating and Dry Mounting Services
- 2.1.9 Faxing Services
- 2.1.10 Distribution Services to third-parties

- 2.2 **VENDOR REQUIREMENTS:**

- 2.2.1 Minimum of five (5) years experience in supporting major construction projects, proof of such shall accompany bid response;
- 2.2.2 A storefront in the central Phoenix area (within 10 miles of 401 West Jefferson Street, Phoenix, Arizona), proof of such shall accompany bid response;;
- 2.2.3 A dedicated account representative with a minimum of five (5) years experience in the printing trade, proof of such shall accompany bid response;;
- 2.2.4 Capability for on-line storage of Blueprints and other documents, proof of such shall accompany bid response;; and
- 2.2.5 Computer Assisted Drafting (CAD) capability, proof of such shall accompany bid response.

- 2.3 **USAGE REPORT:**

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

- 2.4 **ACCEPTANCE:**

Upon delivery of completed work by Contractor, acceptance will be determined by the requesting person, who will compare the work to County-provided samples, accuracy of work, quality, quantities, etc. All documentation shall be completed prior to final acceptance.

2.5 INVOICES AND PAYMENTS:

2.5.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Name of County Individual Requesting Service
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

2.5.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.5.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).

2.5.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.6 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.7 DELIVERY:

It shall be the Contractor's responsibility to meet each and every proposed delivery requirement. County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.0 CONTRACTUAL TERMS & CONDITIONS:

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year term.

3.2 OPTION TO RENEW:

The County may, at their option and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3) additional years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

3.4.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.4.3 The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE:

3.5.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

3.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

3.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

3.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

- 3.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 3.5.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 3.5.7 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 3.5.8 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 3.5.9 Commercial General Liability:
- Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.
- 3.5.10 Automobile Liability:
- Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.
- 3.5.11 Workers' Compensation:
- 3.5.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- 3.5.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.12 Certificates of Insurance.

Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.5.12.1 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

3.5.12.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.5.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

County may determine to use a procurement card that may be used from time-to-time, to place and make payment for orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INTERNET ORDERING CAPABILITY:

It is the intent of County to use the Internet to communicate and to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 ORDERING AUTHORITY.

3.8.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.8.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.8.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.

3.8.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.9 REQUIREMENTS CONTRACT:

3.9.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract

does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

3.9.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

3.9.3 Contractors agree to accept verbal notification of cancellation from the Materials Management Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

3.10 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.11 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

3.12 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.13 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

3.14 OFFSET FOR DAMAGES;

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

3.15 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

3.16 SUBCONTRACTING:

3.16.1 The Contractor may not assign a Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

3.16.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

3.17 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

3.18 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to a Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the County shall have full access to, and the right to examine, copy and make use of, any and all said materials.

3.19 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to a Contract are not sufficient to support and document that allowable materials were provided, the Contractor shall reimburse Maricopa County for the materials not so adequately supported and documented.

3.20 AUDIT DISALLOWANCES:

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.21 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of the Contract.

3.22 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall

supply to the other party, upon request, any available information that is relevant to a Contract and to the performance there under.

3.23 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the County and the Contractor.

3.24 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

3.24.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

3.24.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

3.24.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3.24.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

3.24.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

3.24.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.

3.24.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.25 ALTERNATIVE DISPUTE RESOLUTION:

3.25.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

3.25.1.1 Render a decision;

3.25.1.2 Notify the parties that the exhibits are available for retrieval; and

- 3.25.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).
 - 3.25.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.
 - 3.25.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.
- 3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:
 - 3.26.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system. I-9 forms are available for download at USCIS.GOV.
 - 3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or department of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- 3.27 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:
 - 3.27.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.
 - 3.27.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or department of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- 3.28 CONTRACTOR LICENSE REQUIREMENT:
 - 3.28.1 The Respondent shall procure all permits, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his business. The Respondent shall keep fully

informed of existing and future Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same.

- 3.28.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

SCOTTBLUE REPROGRAPHICS, 133 W. FIRST AVENUE, MESA, AZ 85210

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT: YES

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: YES

PRICING SHEET: 9621401

1.0 PRICING:

2.1 ELECTROSTATIC (BOND PRINT) SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.1.1	BOND PRINTS (SAME SIZE)	DIRECT BLACK ON WHITE PRINTS ON BOND PAPER FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.043
2.1.2	BOND PRINTS (SAME SIZE) COLORED PAPER	DIRECT BLACK ON COLORED BOND PAPER FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48 BLUE, CANARY, GREEN, GOLDENROD, PINK	PER SQUARE FOOT	\$0.059
2.1.3	BOND PRINTS (ENLARGE/ REDUCE)	BLACK ON WHITE PRINTS ON BOND PAPER ENLARGED OR REDUCED (25% TO 500%) FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.07
2.1.4	BOND PRINTS (ENLARGE/ REDUCE) ON COLORED PAPER	BLACK ON COLORED BOND PAPER ENLARGED OR REDUCED (25% TO 500%) FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48 BLUE, CANARY, GREEN, GOLDENROD, PINK	PER SQUARE FOOT	\$0.09
2.1.5	XEROX ON VELLUM	DIRECT BLACK ON WHITE PRINTS ON VELLUM FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.25

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2.1.6	SCAN TO PRINT ON BOND	DIGITAL SCAN AND BLACK ON WHITE PRINTS ON BOND FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.043
2.1.7	SCAN TO PRINT ON VELLUM	DIGITAL SCAN AND BLACK ON WHITE PRINTS ON VELLUM FROM OPAQUE OR TRANSLUCENT ORIGINALS, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.27
2.1.8	SCAN TO FILE	DIGITAL SCAN FROM OPAQUE OR TRANSLUCENT ORIGINAL TO OUR HARD DRIVE (VIRTUAL FILEROOM) FOR FUTURE OUTPUT, CLEANUP, ARCHIVING, OR CREATION OF NEW SET OR DOCUMENT	PER SHEET	\$0.50
2.1.9	FILE WORK	ADJUSTMENTS TO SCANNED OR EXISTING FILES SUPPLIED OR ON OUR HARD DRIVE INCLUDING: CATALOGING, SET AND JOB BUILDING, UPDATING, COPYING OR RECLASSIFYING	PER HOUR (BILLED IN 15 MIN INCREMENTS)	\$45.00
2.1.10	PRINT TO DISK	BURN TO CD	PER DISK	\$6.00
2.1.11	PRINT TO DISK	DOWNLOAD OF ANY SCANNED OR ARCHIVED FILE TO SUPPLIED DISK	PER MEGABYTE	N/C
2.1.12	BLANK CD	BLANK WRITABLE DIGITAL COMPACT DISK FOR STORAGE OF ANY SCANNED OR IMPORTED FILES	SINGLE DISK MULTI-SESSION DISK	\$0.69
2.1.13	PLOT TO BOND	PLOT BLACK ON WHITE PRINTS ON BOND PAPER FROM SUPPLIED CAD FILES, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.20
2.1.14	PLOT TO VELLUM	PLOT BLACK ON WHITE PRINTS ON VELLUM FROM SUPPLIED CAD FILES, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.45
2.1.15	PLOT TO MYLAR	PLOT BLACK IMAGE ON TRANSLUCENT POLYESTER (MYLAR), 4 MIL., FROM OUR SCAN OR YOUR SUPPLIED FILE, STANDARD SIZES: 18 X 24, 24 X 36, 30 X 42 & 36 X 48	PER SQUARE FOOT	\$0.90

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2.2 COPYING SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.2.1	CONVENTIONAL OR DOCUTECH COPYING 20#	TYPE COPIES MADE FROM SUPPLIED ORIGINALS OR COMPATIBLE DIGITAL FILE ON 20# BOND OR SUPPLIED PAPER.	8 1/2 X 11 11 X 17 PER IMPRESS.	\$0.030 \$0.070
2.2.2	COPY TO CUSTOM STOCK TEXT WEIGHT	COLORS AND BRANDS OF STANDARD PAPERS AVAILABLE IN TEXT WEIGHT	8 1/2 X 11 ADD' 11 X 17 ADD'L PER IMPRESS.	\$0.01 \$0.013
2.2.3	COPY TO 90# OR 110# INDEX (COVER STOCK	TYPE COPIES MADE FROM SUPPLIED ORIGINALS OR COMPATIBLE DIGITAL FILE ON 90# OR 110# COVER INDEX.	8 1/2 X 11 11 X 17 PER IMPRESS.	\$0.12 \$0.17
2.2.4	COPY TO CUSTOM STOCK COVER WEIGHT	COLORS AND BRANDS OF STANDARD PAPERS AVAILABLE IN COVER WEIGHT	8 1/2 X 11 ADD' 11 X 17 ADD'L PER IMPRESS.	\$0.025 \$0.05
2.2.5	THREE HOLE DRILL	MANY PAPERS ARE AVAILABLE WITH 3 HOLES ON FOR RING BINDERS, SCREW POSTS, OR OTHER BINDERY METHODS.	PER ADDITIONAL SHEET	\$0.01
2.2.6	COPY TO NCR	TYPE COPIES MADE FROM SUPPLIED ORIGINALS OR COMPATIBLE DIGITAL FILE ON 8 1/2 X 11 "CARBONLESS" (MULTI-PART FORMS	2 PART 3 PART	\$0.20 \$0.25
2.2.7	COLOR COPIES SINGLE SIDED	HIGH QUALITY COLOR COPIES MADE FROM SUPPLIED ORIGINALS OR COMPATIBLE DIGITAL FILE ON 24# OR 32# BRITE WHITE LASER PAPER (SEE 3.26 FOR SET-UP CHARGES).	8 1/2 X 11 11 X 17	\$0.29 \$0.39
2.2.8	COLOR COPIES TWO SIDED	HIGH QUALITY COLOR COPIES MADE FROM SUPPLIED ORIGINALS OR COMPATIBLE DIGITAL FILE ON 24# OR 32# BRITE WHITE LASER PAPER (SEE 3.26 FOR SET-UP CHARGES).	8 1/2 X 11 11 X 17	\$0.39 \$0.69
2.2.9	SET UP CHARGE FOR COLOR COPIES	INITIAL SET UP CHARGES FOR COLOR COPIES AND DIGITAL COLOR OUTPUT.	FROM ORIG DIGITAL	\$4.75
2.3 BINDERY SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.3.1	STAPLE	ONE, TWO OR THREE STAPLES FOR PRINTED DOCUMENTS UP TO 120 SHEETS	PER STAPLE	\$0.0

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2.3.2	FOLD AND SADDLE STAPLE	SINGLE FOLD AND SPINE STAPLE ON FOLD FOR PRINTED DOCUMENTS	PER BOOK 4-24 PG. 25-48 PG. OVER 48	\$0.95 \$1.45 \$2.25
2.3.3	GBC BIND	PLASTIC COMB BINDING FOR PRINTED DOCUMENTS UP TO 450 SHEETS	PER BOOK 1-100 PG. 101-250 PG. 251-450	\$1.50 \$1.75 \$2.00
2.3.4	VELLO BIND	PLASTIC STRIP AND POST BIND FOR PRINTED DOCUMENTS UP TO 450 SHEETS	PER BOOK 1-100 PG. 101-250 PG. 251-450	\$0.95 \$1.15 \$1.35
2.3.5	SCREW POST	SCREW POST (CHICAGO SCREW) FOR 3-HOLE 8 1/2 X 11 OR 11 X 17 PRINTED DOCUMENTS OR OVERSIZE ENGINEERING PRINTS UP TO 350 SHEETS	PER POST	\$0.45
2.3.6	MASONITE STRIPS	1" MASONITE REINFORCEMENT STRIPS FOR OVERSIZED ENGINEERING PRINTS (USED WITH SCREW POSTS) FROM 150-500 SHEETS	PER SET	\$2.75
2.3.7	EDGE BIND		EACH	\$0.0
2.3.8	Z-FOLD		EACH	\$0.15
2.4 PHOTO SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.4.1	STRIPPING OR SPECIAL HAND.	TIME CHARGE FOR STRIPPING OR OTHER SPECIAL HANDLING OUTSIDE STANDARD PRODUCTION CHARGES.	HOURLY	N/A
2.5 DIGITAL SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.5.1	SCANNING HIGH RES.	HIGH RESOLUTION (300 DPI AND ABOVE) DIGITAL COLOR SCANS MADE FROM TRANSPARENCIES OR FLAT ORIGINAL TO SUPPLIED DISK OR DIGITAL FILE FOR OUTPUT IN SIZES UP TO 24" X 36"	4 X 5 5 X 7 8 X 10 10 X 12 11 X 14 12 X 18 18 X 24 24 X 36	\$10.95 \$12.95 \$14.95 \$15.95 \$17.95 \$19.95 \$25.95 \$39.95

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2.5.2	SCANNING MED. RES.	MEDIUM RESOLUTION (200 DPI AND BELOW FOR FIERY OR INK JET PRINTS) DIGITAL COLOR SCANS MADE FROM TRANSPARENCIES OR FLAT ORIGINAL TO SUPPLIED DISK OR DIGITAL FILE FOR OUTPUT IN SIZES UP TO 48" X 96"	8 X 10 10 X 12 11 X 14 12 X 18 18 X 24 24 X 36 36 x 48 40 x 60 48 x 96	\$14.00 8x10 \$15.00 10x12 \$17.00 11x14 \$19.00 12x18 \$25.00 18x24 \$39.00 24x36 \$45.00 36x48 \$65.00 40x60 \$79.00 48x96
2.5.3	INK JET PRINT	HIGH RESOLUTION FULL COLOR INK JET PRINT FROM SCAN OR DIGITAL FILE IN SIZES UP TO 36" X 108" OUTPUT ON R/C PAPER, FILM OR CUSTOM STOCK	PER SQUARE FOOT PAPER FILM CUSTOM	\$1.89 \$3.05 \$6.50
2.5.4	TERMINAL TIME	TIME CHARGE FOR COMPUTER TIME (FILE REPAIR, COLOR CORRECTIONS, REFORMATTING, OR OTHER EDITING) OR OTHER SPECIAL HANDLING OUTSIDE STANDARD PRODUCTION CHARGES.	PER HOUR - BILLED IN 15 MIN INCREMENTS	\$60.00/hr
2.6 LAMINATING & DRY MOUNTING:				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.6.1	MOUNT TO FOAMCOR	PERMANENT MOUNT (HOT OR COLD) OF SUPPLIED ORIGINAL TO 3/16" OR 1/2" FOAMCORE BOARD, TRIMMING INCLUDED	PER SQUARE FOOT 3/16" 1/2"	\$2.24 \$3.24
2.6.2	MOUNT TO GATOR BOARD	PERMANENT MOUNT (HOT OR COLD) OF SUPPLIED ORIGINAL TO 3/16" OR 1/2" GATOR BOARD, TRIMMING INCLUDED	PER SQUARE FOOT 3/16" 1/2"	\$4.15 \$5.50
2.6.3	MOUNT TO CUSTOM BOARD	PERMANENT MOUNT (HOT OR COLD) OF SUPPLIED ORIGINAL TO CUSTOM OR CUSTOMER SUPPLIED BOARD, TRIMMING INCLUDED	PER SQUARE FOOT PLUS PRICE OF CUSTOM BOARD	\$3.39
2.6.4	LAMINATE (UNDER 24")	GLOSSY, HOT LAMINATION OF 2 SIDES UP TO 24" X AVAILABLE IN 1 1/2, 3 OR 5 MIL. THICKNESS	PER SQUARE FOOT 1 1/2 MIL. 3 MIL. 5 MIL.	\$1.24 \$1.49 \$1.69
2.6.5	LAMINATE (OVER SIZE)	GLOSSY, OR MATTE, COLD OR HOT LAMINATION ON 1 SIDE UP TO 48" X 96" AVAILABLE IN 1 1/2, 3 OR 5 MIL. THICKNESS	PER SQUARE FOOT 1 1/2 MIL. 3 MIL. 5 MIL.	\$1.24 \$1.49 \$1.69

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2.7 FAXING SERVICES				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.7.1	FAXING (LOCAL)	FAXING OF BID NOTIFICATIONS & ADDENDAS (PHX METRO AREA-602)	PER PAGE 8 1/2 X 11"	\$0.15
2.7.2	FAXING (NON-LOCAL)	FAXING OF BID NOTIFICATIONS & ADDENDAS - LONG DISTANCE	PER PAGE 8 1/2 X 11"	\$0.27
2.8 MISCELLANEOUS				
	ITEM	DESCRIPTION	UNIT TYPE	PRICE
2.8.1	D-RING VIEW BINDER	2" . 32-RING	EACH	\$7.75
2.8.2	PLAIN CUSTON PRINTED TABS	9 X 11	EACH	\$0.39
2.8.3	SHRINK WRAPPING	8.5 X 11	EACH	\$0.75
2.8.4	SHRINK WRAPPING	11 X 17	EACH	\$0.75
2.8.5	ACETATE COVER	8.5 X 11	EACH	\$0.60
2.8.6	ACETATE COVER	11 X 17	EACH	\$1.20
2.8.7	ROLL-FED COLOR SCANNING		SQ. FOOT	\$2.39
2.8.8	HANDLING CHARGE	PLANS	SET	\$0.79
2.8.9	HANDLING CHARGE	SPECIFICATIONS	SET	\$0.79

Terms: NET 30

Vendor Number: W000001212 X

Telephone Number: 480/833-3912

Fax Number: 480/834-0825

Contact Person: Kristiane Trejo

E-mail Address: kristianet@scottblue.com

Certificates of Insurance Required

Contract Period: To cover the period ending **November 30, 2012.**